



AMERICAN EMBASSY, SRI LANKA & MALDIVES



VACANCY FOR THE POST OF ALUMNI COORDINATOR

The American Embassy in Colombo is seeking an individual to develop and coordinate U.S. Government Program Alumni Associations, all related databases and activities in Sri Lanka and Maldives, as well as outreach efforts with all U.S. Government exchange programs.

The ideal candidate should have a university degree in Social Sciences (Sociology, Political Science, Anthropology, Psychology, Communication, Cultural Studies, Law and Linguistics); or Humanities (Literature, English, History, Philosophy, Law); three years of Management or Administration experience; fluency in English, good working knowledge in Sinhala and/or Tamil (English will be tested); good communication skills to effectively interact both verbally and in writing within the organization and outside to accomplish tasks; excellent interpersonal skills and good knowledge in MS Office, internet technologies and resources. If you meet these criteria, you are the kind of person we are looking for!

Please send us your detailed CV along with a cover page containing the following questions and your answers:

1. Position Title, **2.** First, Middle, & Last Names as well as any other names used, **3.** Current Address; Day, Evening, and Cell phone numbers, **4.** E-mail address, **5.** National Identity Card Number, **6.** Do you have any relatives or members of your household who work for the U.S. Government? (Y/N. if 'Y', Name, Relationship, Position, Location), **7.** Are you between ages 18 and 60? (Y/N), **8.** Have you completed a university degree in Social Sciences or Humanities ? (Y/N, if 'Y', Name of the degree, years/months of studies), **9.** Do you have three years experience in Management or Administration work? (Y/N. If 'Y', state employer, position title, years/months of employment in each position & summary of duties), **10.** What is your current monthly take-home salary?

Applications without the above cover page may not be considered. Please attach copies of relevant educational and employment certificates. However, the validity of the certificates will be officially checked before the recruitment.

We offer a four and a half day work-week with options for flexi-hours. Take home monthly salary is Rs.71,561/

Your application should reach us **on or before May 6, 2012** at; P.O. Box 106, Colombo, or by e-mail at **Colombohr@state.gov**. Please state **"Alumni Coordinator"** on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted. **The U.S. Embassy is an Equal Opportunity Employer. Visit <http://srilanka.usembassy.gov/>**